

The following classes will be held at Patuxent River, Maryland

FY 04 CALENDAR (OCTOBER 03 - SEPTEMBER 04)

SIGMA ROLE BASED	COST	COURSE DATES AND COURSE CODES								
		JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Sigma Budget Formulation & Allocation - GF	None		10-12							
Sigma Budget Formulation & Allocation - NAWC	None		03-05							
Sigma Competency Training Coordinator	None									
Sigma MILSTRIP - GF	None	29								
Sigma MILSTRIP - NAWC	None									
Sigma Op Bud	None									
Sigma PID/PR - GF	None	15 22	12 19							
Sigma PID/PR - NAWC	None		5 26							
Sigma PTL/PA - GF	None		24-26							
Sigma PTL/PA - NAWC	None		10-12	23-25						
Sigma Supervisory	None	22	18	16						

COURSE TITLE:	SIGMA BUDGET FORMULATION & ALLOCATION (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 10-12 February 2004	COURSE DATES NAWC: 03-05 February 2004
LENGTH:	3 Days	
TIME:	8:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Limited to AIR 7.8 personnel. Exceptions must be approved by the 7.9 process owner.	
DESCRIPTION:	This course will prepare you to use SIGMA to initiate all commitments of competency and program funds issued; create funding documents, including training and travel; monitor and move funds within an assigned budget after funds allocation occurs; and create a plan of action for a program, expressed in business/financial terms (\$, cost, quantity, schedule) over a future period operating cycle (at least execution +2 years).	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Funding Execution ❖ Funding Requisition/Review ❖ Program Budget Formulation - PBS 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA COMPETENCY TRAINING COORDINATOR
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	
LENGTH:	½ Day
TIME:	8:00 a.m.-12:00 p.m.
ROLE MAPPING GUIDANCE:	Mapped to competency personnel responsible for the management of training personnel in their competency.
DESCRIPTION:	This course will prepare you to use SIGMA to display HR master data; display information for business events; book attendees for business events; and generate employee history and cancellation reports.
SIGMA ROLE:	❖ Competency Training Coordinator
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA MILSTRIP (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 29 January 2004	COURSE DATES NAWC:
LENGTH:	1 Day	
TIME:	9:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Mapped to personnel within the organization that are currently processing MILSTRIP and GFE transactions. Contractors may not be mapped to MILSTRIP Management. MILSTRIP Support is mapped to personnel within the organization responsible for the hands-on processing of detailed MILSTRIP and GTE transactions. Management and support roles contain the same transactions with management holding the additional responsibilities of approval and release. Mapping to both roles is not necessary.	
DESCRIPTION:	This course will prepare you to use SIGMA to create SAP MILSTRIP purchase orders utilizing procurement requests/master government furnished equipment (GFE) lists (MGFELs), etc.; ensure that information is complete on the SAP MILSTRIP P.O. and that funds are available; monitor the status of the MILSTRIP P.O.; and ensure the receipt of the goods/services are incorporated into SAP. This course will also prepare you to use SIGMA to identify, analyze, review and approve, and monitor status of discrepancies on various MILSTRIP and GFE related documents and reports.	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ MILSTRIP Management ❖ MILSTRIP Support 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA OPERATING BUDGET
VENDOR:	NAVAIR
LOCATION:	Patuxent River, Maryland
DATES:	
LENGTH:	1 Day
TIME:	8 a.m. –4:00 p.m.
ROLE MAPPING GUIDANCE:	Non-fiduciary roles mapped to AIR 7.8 personnel only. Exceptions must be approved by the 7.8 process owner. Fiduciary roles mapped to AIR 10.0 personnel only. Exceptions must be approved by the 10.0 process owner.
DESCRIPTION:	This course will prepare you to use SIGMA to perform a variety of financial transactions to compute billing rates, manage and distribute costs, perform budget planning and allocation, and monitor anti-deficiency compliance for indirect funding, planning and execution.
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Competency Management ❖ Cost Redistribution Account (CRA) Operations ❖ Operating Budget – CBS ❖ Operating Budget - F
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .
NOMINATIONS:	<p>NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil. Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235.</p> <p>Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.</p>
COST:	None
POC:	(301) 757-1009

COURSE TITLE:	SIGMA PID/PR (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 15 January 2004 22 January 2004 12 February 2004 19 February 2004	COURSE DATES NAWC: 5 February 2004 26 February 2004
LENGTH:	1 Day	
TIME:	9:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	Mapped to personnel in the PMAs and competencies responsible for the hands-on detailed processing of PID/PRs. The approval role is limited to government/military personnel only.	
DESCRIPTION:	This course will prepare you to use SIGMA to compile all information in the initiating the Procurement Initiation Document/Procurement Request, manage and track the PID/PR. This course will prepare you to use SIGMA to review and approve the PID/PR.	
SIGMA ROLES:	❖ PID/PR Administration ❖ PID/PR Approval	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA PTL/PA (GF and NAWC)	
VENDOR:	NAVAIR	
LOCATION:	Patuxent River, Maryland	
	COURSE DATES GF: 24-26 February 2004	COURSE DATES NAWC: 10-12 February 2004 23-25 March 2004
LENGTH:	3 Days	
TIME:	8:00 a.m.-4:00 p.m.	
ROLE MAPPING GUIDANCE:	PA role should be mapped to personnel who perform the non-financial detailed project planning and status updates. PTL role should be mapped to personnel filling a team leader role inside/outside a PEO/PMA, and cost accounting managers in the field. There is sufficient overlap that mapping to both roles is not necessary. AIR 7.8 personnel mapped to these roles must be approved by the process owner.	
DESCRIPTION:	This course will prepare you to use SUGMA to execute the planning and creation of all work required to imitate and complete projects assigned, including: creation of plans and budgets, resource loading, confirmation of work activities, tracking and reporting of project costs, assessing project progress and project billing.	
SIGMA ROLES:	<ul style="list-style-type: none"> ❖ Project Analysis ❖ Project Team Lead 	
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .	
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.	
COST:	None	
POC:	(301) 757-1009	

COURSE TITLE:	SIGMA SUPERVISORY
VENDOR:	NAVAIR
DATES:	22 January 2004 18 February 2004 16 March 2004
LENGTH:	1 Day
TIME:	8:00 a.m. – 4:00 p.m.
ROLE MAPPING GUIDANCE:	Limited to official supervisors only.
DESCRIPTION:	This course will prepare you to use SIGMA to execute/approve personnel assignments, input/approve civilian award nominations, approve training, approve time, review/change Individual Development Plans, collect performance information and review/approve performance evaluations.
SIGMA ROLES:	❖ Supervisory
MATERIALS NEEDED:	Participants should print all appropriate course materials and bring them to class. Materials can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=cdev&section_id=292 .
NOMINATIONS:	NAVAIR government employees should register via Employee Self-Service in SAP: https://ess.navair1.navy.mil . Step-by-step instructions for how to complete a registration can be found at: https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=235 . Government contractors and employees without basic user access to SIGMA/SAP should complete the Sigma Contractor Initial Training Request Form (found at https://careerdevelopment.navair.navy.mil/index.cfm?fuseaction=home.paneDisplay&section=res&section_id=219) and fax it to the Sigma Site Course Coordinator at (301)342-4523.
COST:	None
POC:	(301) 757-1009